

**Education Cabinet
Libraries and Archives
Libraries and Archives**

	Revised FY 2006	Requested FY 2007	Requested FY 2008	Recommended FY 2007	Recommended FY 2008
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	6,868,600	8,524,200	9,579,100	7,273,600	7,382,900
Salary Compensation Fund	275,000				
Base Deduction	-127,900				
Total General Fund	7,015,700	8,524,200	9,579,100	7,273,600	7,382,900
Restricted Funds					
Balance Forward	425,000	101,300	182,700	570,700	650,300
Current Receipts	1,564,600	2,011,600	2,088,500	1,524,000	1,529,600
Total Restricted Funds	1,989,600	2,112,900	2,271,200	2,094,700	2,179,900
Federal Funds					
Balance Forward	43,100			76,300	115,300
Current Receipts	1,912,200	2,057,900	2,103,900	2,003,500	2,037,000
Total Federal Funds	1,955,300	2,057,900	2,103,900	2,079,800	2,152,300
TOTAL SOURCE OF FUNDS	10,960,600	12,695,000	13,954,200	11,448,100	11,715,100
EXPENDITURES BY CLASS					
Personnel Cost	6,694,700	8,505,400	9,003,800	7,042,300	7,189,700
Operating Expenses	3,501,900	3,714,900	3,636,700	3,523,200	3,523,200
Grants, Loans or Benefits	77,000	127,000	177,000	77,000	77,000
Debt Service			827,000		
Capital Outlay	40,000	165,000	40,000	40,000	40,000
TOTAL EXPENDITURES	10,313,600	12,512,300	13,684,500	10,682,500	10,829,900
EXPENDITURES BY FUND SOURCE					
General Fund	7,015,700	8,524,200	9,579,100	7,273,600	7,382,900
Restricted Funds	1,418,900	1,930,200	2,001,500	1,444,400	1,460,900
Federal Funds	1,879,000	2,057,900	2,103,900	1,964,500	1,986,100
TOTAL EXPENDITURES	10,313,600	12,512,300	13,684,500	10,682,500	10,829,900
EXPENDITURES BY UNIT					
Administrative Services	3,277,200	3,595,400	3,613,900	3,323,200	3,352,600
Field Services	2,001,100	2,478,200	2,655,400	2,138,000	2,178,100
State Library Services	2,063,100	2,334,700	2,423,500	2,125,700	2,153,500
Public Records	2,972,200	4,104,000	4,991,700	3,095,600	3,145,700
TOTAL EXPENDITURES	10,313,600	12,512,300	13,684,500	10,682,500	10,829,900

The Department for Libraries and Archives supports and promotes equitable access to quality library services and information resources, and ensures that adequate documentation of government programs is created, maintained, and available for public use.

The Department is directed by three goals: (1) to provide effective services that meet the needs of library and public records customers; (2) to build effective and productive partnerships with other organizations and public agencies for enhanced management of and access to information and services; and (3) to improve employee job satisfaction and agency operations.

The Department serves both governmental agencies and the public directly through local public libraries.

The Department serves several distinct customer populations including the general public, the blind and physically disabled, institutionalized persons, state government personnel, state and local public agencies, and researchers needing historic public records.

**Education Cabinet
Libraries and Archives
Libraries and Archives
Administrative Services**

	Revised FY 2006	Requested FY 2007	Requested FY 2008	Recommended FY 2007	Recommended FY 2008
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	2,602,700	2,876,100	2,875,600	2,613,700	2,621,500
Salary Compensation Fund	40,600				
Base Deduction	-5,500				
Total General Fund	2,637,800	2,876,100	2,875,600	2,613,700	2,621,500
Restricted Funds					
Balance Forward	2,200				
Total Restricted Funds	2,200				
Federal Funds					
Balance Forward	21,000			23,400	33,200
Current Receipts	639,600	719,300	738,300	719,300	738,300
Total Federal Funds	660,600	719,300	738,300	742,700	771,500
TOTAL SOURCE OF FUNDS	3,300,600	3,595,400	3,613,900	3,356,400	3,393,000
EXPENDITURES BY CLASS					
Personnel Cost	1,467,300	1,683,900	1,780,600	1,513,300	1,542,700
Operating Expenses	1,759,900	1,861,500	1,783,300	1,759,900	1,759,900
Grants, Loans or Benefits	10,000	10,000	10,000	10,000	10,000
Capital Outlay	40,000	40,000	40,000	40,000	40,000
TOTAL EXPENDITURES	3,277,200	3,595,400	3,613,900	3,323,200	3,352,600
EXPENDITURES BY FUND SOURCE					
General Fund	2,637,800	2,876,100	2,875,600	2,613,700	2,621,500
Restricted Funds	2,200				
Federal Funds	637,200	719,300	738,300	709,500	731,100
TOTAL EXPENDITURES	3,277,200	3,595,400	3,613,900	3,323,200	3,352,600

The Libraries and Archives Commissioner's Office sets overall policy and direction for the Department and provides communication advice and support to each division. The Office supports the activities of the State Advisory Council on Libraries, chairs the Archives and Records Commission, and serves on the State Information Systems Commission, the Communications Advisory Committee, and the Oral History Commission.

The Division of Administrative Services formulates and implements executive direction for planning, policy, and procedures for the Department in accordance with KRS Chapter 171. The Division provides administrative support to the program areas of the Department. This division funds and supports the activities of the Commissioner's Office, as well as those of the Financial, Personnel and Payroll, Federal Grants Management, Information Systems, Building Facilities, and Administrative Support units.

**Education Cabinet
Libraries and Archives
Libraries and Archives
Field Services**

	Revised FY 2006	Requested FY 2007	Requested FY 2008	Recommended FY 2007	Recommended FY 2008
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	1,543,400	1,952,000	2,114,700	1,641,000	1,681,100
Salary Compensation Fund	57,500				
Base Deduction	-41,800				
Total General Fund	1,559,100	1,952,000	2,114,700	1,641,000	1,681,100
Restricted Funds					
Balance Forward	47,600	11,700	8,300	11,700	8,300
Current Receipts	10,500	11,600	12,800	11,600	12,800
Total Restricted Funds	58,100	23,300	21,100	23,300	21,100
Federal Funds					
Balance Forward	4,600			41,500	70,700
Current Receipts	432,500	511,200	525,700	511,200	525,700
Total Federal Funds	437,100	511,200	525,700	552,700	596,400
TOTAL SOURCE OF FUNDS	2,054,300	2,486,500	2,661,500	2,217,000	2,298,600
EXPENDITURES BY CLASS					
Personnel Cost	1,740,500	2,158,800	2,286,000	1,856,100	1,896,200
Operating Expenses	193,600	202,400	202,400	214,900	214,900
Grants, Loans or Benefits	67,000	117,000	167,000	67,000	67,000
TOTAL EXPENDITURES	2,001,100	2,478,200	2,655,400	2,138,000	2,178,100
EXPENDITURES BY FUND SOURCE					
General Fund	1,559,100	1,952,000	2,114,700	1,641,000	1,681,100
Restricted Funds	46,400	15,000	15,000	15,000	15,000
Federal Funds	395,600	511,200	525,700	482,000	482,000
TOTAL EXPENDITURES	2,001,100	2,478,200	2,655,400	2,138,000	2,178,100

The Division of Field Services supports Kentucky's public libraries for the improvement of library services by providing consultation, technical assistance, and financial aid. The Division provides services pursuant to KRS Chapter 171.

This division's Public Library Development Branch includes professional and technical staff who provide consultative and technical assistance concerning public library services and programs provided by the Department. The staff is located in regional offices that are mainly housed in local public libraries.

The Program Development Branch provides statewide guidance in specialized library services. This office plans and implements statewide continuing education programs. Services are also provided for technological development, automated operations, and statistical analysis. Branch staff provide consulting services in the areas of library construction; assistance in developing early childhood, children's, and young adult programs and materials; and provides administrative support to the Kentucky State Board for the Certification of Librarians.

The Kentucky Talking Book Library and Institutions Branch provide special library materials and playback equipment to eligible service clientele. Volunteers record materials that are of special interest to Kentucky Talking Book patrons, and department staff coordinate distribution. The Branch also provides library materials and professional consultation to state residential institution libraries.

**Education Cabinet
Libraries and Archives
Libraries and Archives
State Library Services**

	Revised FY 2006	Requested FY 2007	Requested FY 2008	Recommended FY 2007	Recommended FY 2008
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	1,278,100	1,571,600	1,651,200	1,410,900	1,438,700
Salary Compensation Fund	78,300				
Base Deduction	-80,600				
Total General Fund	1,275,800	1,571,600	1,651,200	1,410,900	1,438,700
Restricted Funds					
Current Receipts	300	300	300	300	300
Total Restricted Funds	300	300	300	300	300
Federal Funds					
Balance Forward	17,400			7,800	7,800
Current Receipts	777,400	762,800	772,000	714,500	714,500
Total Federal Funds	794,800	762,800	772,000	722,300	722,300
TOTAL SOURCE OF FUNDS	2,070,900	2,334,700	2,423,500	2,133,500	2,161,300
EXPENDITURES BY CLASS					
Personnel Cost	1,172,800	1,441,800	1,530,600	1,235,400	1,263,200
Operating Expenses	890,300	892,900	892,900	890,300	890,300
TOTAL EXPENDITURES	2,063,100	2,334,700	2,423,500	2,125,700	2,153,500
EXPENDITURES BY FUND SOURCE					
General Fund	1,275,800	1,571,600	1,651,200	1,410,900	1,438,700
Restricted Funds	300	300	300	300	300
Federal Funds	787,000	762,800	772,000	714,500	714,500
TOTAL EXPENDITURES	2,063,100	2,334,700	2,423,500	2,125,700	2,153,500

The Division of State Library Services operates the State Library that serves state government personnel, public libraries, other institutions, and individuals. In an effort to equalize library services and access to information across the state, this division promotes and maintains cooperative arrangements for information and resource sharing among all types of libraries, library consortia, and information centers, including state agencies, as mandated by Chapter 171.

State Library Support is the administrative unit of the division and provides coordinated program planning and control to ensure the best service in a cost-effective manner. The unit directs the statewide library resource-sharing activities of the Department, including direct service delivery, coordination of activities on a statewide basis, and support via direct local aid. The Department works closely with the Kentucky Virtual Library (KYVL) in the delivery of services and coordination of activities, and also participates as an individual library institution.

The Public Services Branch is committed to providing resources, research, consultation, and assistance to state agencies and public libraries through use of a variety of information formats including the Internet. The State Library partners with the Office for Employee and Organizational Development (OEOD) and the Kentucky Employee Assistance Program (KEAP) to provide supplementary information resources for those agencies' clients through the Library's web site.

The Audiovisual unit of the Branch provides a centralized collection of videos and films that are loaned without a fee to public libraries, state agencies, and walk-in customers. The unit is unique in that it is the only major source of films and "public performance" videos in the Commonwealth. The primary needs are for children's films suitable for large audience viewing and videos designed for adult training and education.

The Technical Support Branch provides computerized access to information for the State Library's collections and public libraries. The Branch serves as a model for quality control throughout the state, and supplies training and consulting services to librarians and state agency personnel involved in the organization of reference materials.

**Education Cabinet
Libraries and Archives
Libraries and Archives
Public Records**

	Revised FY 2006	Requested FY 2007	Requested FY 2008	Recommended FY 2007	Recommended FY 2008
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	1,444,400	2,124,500	2,937,600	1,608,000	1,641,600
Salary Compensation Fund	98,600				
Total General Fund	1,543,000	2,124,500	2,937,600	1,608,000	1,641,600
Restricted Funds					
Balance Forward	375,200	89,600	174,400	559,000	642,000
Current Receipts	1,553,800	1,999,700	2,075,400	1,512,100	1,516,500
Total Restricted Funds	1,929,000	2,089,300	2,249,800	2,071,100	2,158,500
Federal Funds					
Balance Forward	100			3,600	3,600
Current Receipts	62,700	64,600	67,900	58,500	58,500
Total Federal Funds	62,800	64,600	67,900	62,100	62,100
TOTAL SOURCE OF FUNDS	3,534,800	4,278,400	5,255,300	3,741,200	3,862,200
EXPENDITURES BY CLASS					
Personnel Cost	2,314,100	3,220,900	3,406,600	2,437,500	2,487,600
Operating Expenses	658,100	758,100	758,100	658,100	658,100
Debt Service			827,000		
Capital Outlay		125,000			
TOTAL EXPENDITURES	2,972,200	4,104,000	4,991,700	3,095,600	3,145,700
EXPENDITURES BY FUND SOURCE					
General Fund	1,543,000	2,124,500	2,937,600	1,608,000	1,641,600
Restricted Funds	1,370,000	1,914,900	1,986,200	1,429,100	1,445,600
Federal Funds	59,200	64,600	67,900	58,500	58,500
TOTAL EXPENDITURES	2,972,200	4,104,000	4,991,700	3,095,600	3,145,700

The Division of Public Records, under KRS 171.410-740, works with government agencies to ensure creation and preservation of documentation of agencies' organizational functions, policies, decisions, procedures, and essential transactions, as well as information that protects the legal and financial rights of government and of individuals directly affected by an agency's activities. The Division establishes standards, procedures, and administrative regulations for recording, managing, preserving, and reproducing government records. It works with the heads of state and local government agencies to ensure that the agencies create and maintain active programs for efficient records management.

The Public Records Support Office provides overall policy development, coordination of program planning, and administrative direction of division programs in public records administration and archival management.

The State Records Branch assists state agencies, boards and commissions, public universities, and judicial offices in developing and maintaining programs to manage government information. Branch staff manage the State Records Center for high volume storage of non-permanent records still in business use.

The Archival Services Branch operates the state's central repository for valuable government records. It serves as the official point of access for state government information. The Branch is also involved in a variety of outreach and educational activities that inform public officials and the general public about the wealth and range of materials housed at the State Archives.

The Technology Analysis and Support Branch provides support to agencies on archival and records management

considerations in the application of information technology. It works with other units to provide guidance to public agencies on the management of electronic records and oversees the work of the Department's Document Preservation Laboratory. This includes professional consulting, education and training programs, records disaster recovery assistance, and laboratory conservation treatment.

The Image Management Branch provides centralized image management and micrographics services to state and local government agencies on a cost recovery basis. These central services help improve and speed access to information, reduce the volume of paper-based files, and ensure archival preservation of information contained in fragile paper records.

The Local Records Branch assists local government agencies in implementing and maintaining archives and records management programs.